# 2016 ORM REGIONAL CONFERENCES OFFICE OF RISK MANAGEMENT

#### SHREVEPORT – WYNDHAM GARDEN

January 26-27, 2016 Registration deadline – January 15<sup>th</sup>

#### **BATON ROUGE - CROWNE PLAZA**

February 2-3, 2016 Registration deadline – January 22<sup>th</sup>

### LAFAYETTE - WYNDHAM GARDEN

February 16-17, 2016 Registration deadline – February 5<sup>th</sup>

#### **TOPICS** to be addressed:

- ♦ Claims Intake and Processing
- ♦ Loss Prevention Services
- ♦ Insurance Language in Contracts
- ♦ Exposure Reporting
- Expanded Services and Coverage Offered through ORM

A link to topic descriptions can be found on the conference registration website.

## **PERSONNEL** who will benefit:

- ♦ Agency Administrators
- ♦ Safety Professionals
- ♦ Risk Management Personnel
- ♦ Risk Exposure Personnel
- ♦ Claims Handling Personnel
- ♦ Human Resources Personnel

# **CONFERENCE & REGISTRATION** information found on our website:

- ♦ Online registration
- ♦ Conference agenda

- ♦ Hotel information
- ♦ All other related information

## http://www.doa.la.gov/Pages/orm/conferences.aspx

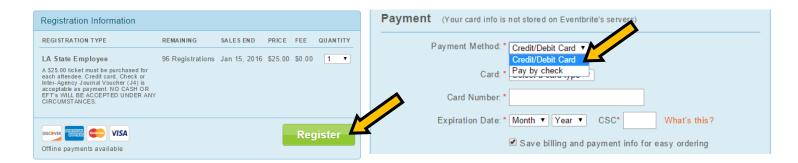
- Online registration is mandatory. No mailed or faxed forms will be accepted.
- ♦ A \$25.00 ticket must be purchased for each attendee, whether attending the conference in whole or in part.
- ♦ No refunds will be given after the registration deadline, but substitutions can be made.
- ◆ Due to limited space, all attendees must be <u>pre-registered</u> by the registration deadlines listed above. Registration will not be allowed the day of the conference.

#### **PAYMENT OPTIONS**

- Pay By Check or Inter-Agency Journal Voucher (J4)
  - Click "Register"
  - In the Payment section, choose "Pay by Check" as your Payment Method
  - Complete "Required Fields"
  - Click "Pay by Check" at end of registration page
  - See below for completing payment transaction
- Specific instructions for paying by Check or Inter-Agency Journal Voucher is on the conference website.



- Pay By Credit Card Online through EventBrite
  - Click "Register"
  - In the Payment section, choose "Credit/Debit Card" as your Payment Method
  - Complete "Required Fields"
  - Click "Pay Now" at end of registration page



# NO cash or EFTs will be accepted under any circumstances.

\* \* If you are unsure which payment method to use, contact your Accounting Unit. \* \*

Direct all inquiries to Dodi Langlois at (225) 571-5114